CITY OF CHARLES TOWN
CITY COUNCIL
AGENDA • JANUARY 5, 2026

Regular Session **COUNCIL CHAMBERS** **7:00 PM**
101 E Washington Street, Charles Town, WV 25414

CALL TO ORDER

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

: **2025-1396:** City Council Meeting Minutes - December 15, 2025
City council meeting minutes - December 15th draft.pdf

: **2025-1397:** City Council Special Meeting - December 23, 2025
City Council Special Meeting - December 23, 2025 - draft.pdf

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

6. COMMITTEE REPORTS

: **2025-1398:** Charles Town Board of Parks and Recreation - December 18, 2025

7. CITY MANAGER REPORT

: **2025-1399:** City Manager's Report - January 5, 2026
CMR 05 January 2026.pdf

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

10. NEW BUSINESS

: **2025-1400:** Interviews/Appointments to Charles Town Boards and Commissions
Wysong BZA Application 2025.pdf
Jim Thomas - BZA Application.pdf
Amanda Updike - Boards and Commissions Application - 2025.pdf
Planning Commission Application Paonessa December 2025.pdf
Ann Paonessa Resume as of 12.11.25.pdf
John Maxey - Boards and Commissions Application - 2025.pdf
John Maxey CTUB-Appointment.pdf
Mark Roper Application - CTUB.pdf

: **2025-1401:** FY2027 Budget Calendar
FY 2027 Budget Schedule.pdf

: **2025-1402:** Discussion of PSC Case No. 25-1000-LRR-WS-C, Madison Greens, LLC and Beallair Homes, LLC v. City of Charles Town and Charles Town Utility Board - Possible Executive Session

11. REFERRALS TO COMMITTEES/COMMISSIONS

12. APPROVAL OF BILLS

: **2025-1403:** Payment of Bills - January 5, 2026
GEN FUND COUNCIL REPORT 2026-01-05.pdf
CAPITAL RESERVE COUNCIL REPORT 2026-01-05.pdf
PARKS N REC COUNCIL REPORT 2026-01-05.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING - City Council Meeting, Tuesday, January 20, 2026, at 7:00PM

: **2025-1404:** Charles Town Police Department November Statistical Report
November 2025 CTPD Stats.pdf

15. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at:

https://www.charlestownwv.us/government/agendas_minutes.php

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/05/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1396: City Council Meeting Minutes - December 15, 2025

ATTACHMENTS:

- City council meeting minutes - December 15th draft.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • December 15, 2025

Regular Meeting **Council Chambers** **7:00 PM**

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

Attendee Name	Title	Status	Arrived
Micheal George	Mayor	Present	
James Kratovil	Councilmember	Present	
Elizabeth Ricketts	Councilmember	Present	
Jeff Hynes	Councilmember	Present	
Kevin Tester	Councilmember	Absent	
Nate Hartman	Councilmember	Present	
Alden Roth	Councilmember	Present	
Julie Smith	Councilmember	Present	
Andie Sugrue	Councilmember	Present	

Mr. Brent Manuel, City Manager, Ms. Stephanie Grove, City Attorney; Ms. Cindy Rezmer, Operations Director; Ms. Lori Nice, Finance Director; and Chief Chris Kutcher, Charles Town Police Department (CTPD) were also in attendance.

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

2025-1367: City Council Meeting Minutes - December 1, 2025

There being no corrections, additions, or changes to the minutes, Mayor George declared the minutes approved.

3. PUBLIC COMMENT

Three people signed up for public comment. Ms. Amaya, Ms. McGinnis, and Ms. Nathan all spoke about their concerns with the US Immigration Custom Enforcement (ICE) in the area and how it affects the citizens of Charles Town.

4. WARD REPORTS

Ward #1

Mr. Kratovil had nothing to report.

Ms. Ricketts thanked the citizens who gave public comment and reported she attended the candlelight vigil in support of immigrant rights on Wednesday, December 10, 2025, at the Jefferson County Court House. She reported that the Route 9 Bike Path Extension public input session will be held at 6:00PM, December 16, 2025, at the Jefferson County Commission meeting room.

DRAFT

Ward 2

Mr. Hynes thanked Mr. John Maxey, Charles Town Utility Board, for attending the City of Ranson's council meeting to explain his recommendation for the Capacity Improvement Fees (CIF). Mr. Hynes clarified that there has been no discussion about using Tax Incremental Financing (TIF) to waive CIFs for any Charles Town business and the council is not targeting any Ranson business with CIFs.

Ward 3

Mr. Hartman reported that he attended the candlelight vigil in support of immigrant rights and the city hall staff Christmas party.

Mr. Roth reported that he attended the Christmas Tree lighting and Charles Town Christmas Parade.

Ward 4

Ms. Smith thanked the women who gave public comment and reported that she walked in the Charles Town Christmas Parade. She reported that The Old Opera House's production of The Nutcracker will have performances on December 19th, 20th and 21st.

Ms. Sugrue thanked the women who gave public comment and reported that she attended the Christmas Tree lighting and the Charles Town Christmas Parade. She reminded everyone that the last "Walks About Nothing" for 2025 will take place on December 17, 2025.

5. MAYOR'S REPORT

Mayor George reported he attended the following meetings/events.

- Walks About Nothing - December 3, 2025
- Charles Town Christmas Tree Lighting - December 5, 2025
- Charles Town Christmas Parade - December 6, 2025
- Charles Town Civil Service Commission Meeting - December 8, 2025
- Jefferson County Commissioners Holiday Reception - December 9, 2025,
- Charles Town Utility Board Meeting - December 10, 2025
- City Hall staff Christmas Party - December 12, 2025
- Happy Retreat's Mildred Merry Market - December 13, 2025
- Administered the Oath of Office to Jason Pesi, the city's new magistrate.

Mayor George reported the upcoming meetings/events:

- Route 9 Bike Path Public Input Session - December 16, 2025
- Jefferson County Development Authority Meeting - December 16, 2025
- Walks About Nothing - December 17, 2025
- Grand Opening of WaWa in Ranson - December 18, 2025
- Charles Town Board of Parks and Recreation Meeting - December 18, 2025
- Charles Town Utility Board Meeting - December 18, 2025
- Charles Town Planning Commission Meeting - December 18, 2025

6. COMMITTEE REPORTS

2025-1368: Finance Committee Meeting - December 9, 2025

Mr. Hynes reviewed the Finance Committee Meeting Report with the Council.

DRAFT

7. CITY MANAGER REPORT

2025-1369: City Manager Report - December 15, 2025

Mr. Manuel reviewed the City Manager's Report with the Council.

It was agreed to hold the strategic planning session on January 10, 2026, at 10:00AM.

8. POLICE CHIEF REPORT

Chief Kutcher reviewed the November Statistical Report with the Council. He noted that Charles Town did experience a breaking and entering incident. Sargent Newlin worked on the case and uncovered a multi-jurisdictional crime ring involving West Virginia, Pennsylvania and Virginia. Three arrests have been made.

9. UNFINISHED BUSINESS

There was no unfinished business.

10. NEW BUSINESS

2025-1371: FY2026 Capital Budget Revision #6

Ms. Ricketts moved to approve the FY2026 Capital Budget Revision #6. Mr. Hartman seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Elizabeth Ricketts
SECONDER:	Nathanael Hartman
AYES:	George, Kratovil, Ricketts, Hynes, Hartman, Roth, Smith, Sugrue

2025-1372: B&O Rate Discussion - Possible Executive Session

Mr. Hartman moved to enter into Executive Session. Mr. Hynes seconded the motion, and it passed by unanimous vote.

Mayor George declared the council in Executive Session.

RESULT:	**EXECUTIVE SESSION [UNANIMOUS]**
MOVER:	Nathanael Hartman
SECONDER:	Jeff Hynes
AYES:	George, Kratovil, Ricketts, Hynes, Hartman, Roth, Smith, Sugrue

Mayor George declared the council out of Executive Session.

No action was taken on this agenda item.

2025-1376: City Wide Tree Maintenance RFP

Mr. Hartman moved to direct staff to prepare a Request for Proposal (RFP) for tree maintenance at all the Charles Town parks and street scape trees. Mr. Kratovil seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Nathanael Hartman
SECONDER:	James Kratovil
AYES:	George, Kratovil, Ricketts, Hynes, Hartman, Roth, Smith, Sugrue

11. REFERRALS TO COMMITTEES/COMMISSIONS

There were no referrals to committees or commissions.

12. APPROVAL OF BILLS

2025-1370: Payment of Bills - December 15, 2025

Mr. Kratovil moved to approve the bills for payment. Hearing no objections, Mayor George declared the bills approved for payment.

13. ADJOURNMENT

Mayor George asked if there was any other business to come before the Council. Hearing none, he adjourned the meeting.

14. INFORMATION ONLY - NEXT MEETING, City Council Workshop, Monday, January 5, 2026, at 5:00PM and City Council Meeting, January 5, 2026, at 7:00PM.

2025-1373: Infrastructure Committee Report - November 24, 2025

2025-1374: Wreaths Across America Proclamation

2025-1375: City of Charles Town Council Schedule/Holiday Schedule

15. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at: https://www.charlestownwv.us/government/agendas_minutes.php

DRAFT

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/05/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1397: City Council Special Meeting - December 23, 2025

ATTACHMENTS:

- City Council Special Meeting - December 23, 2025 - draft.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • December 23, 2025

Regular Meeting **Council Chambers** **7:00 PM**

101 East Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Micheal George	Mayor	Present	
James Kratovil	Councilmember	Present	6:06PM
Elizabeth Ricketts	Councilmember	Present	
Jeff Hynes	Councilmember	Present	
Kevin Tester	Councilmember	Present	
Nate Hartman	Councilmember	Remote	
Alden Roth	Councilmember	Present	
Julie Smith	Councilmember	Present	
Andie Sugrue	Councilmember	Remote	

Mr. Brent Manuel, City Manager, and Ms. Stephanie Grove, City Attorney, were also in attendance.

2. NEW BUSINESS

2025-1394: Discussion of PSC Case No. 25-1000-LRR-WS-C, Madison Greens, LLC and Beallair Homes, LLC v. City of Charles Town and Charles Town Utility Board - Possible Executive Session

Mr. Hartman moved to enter into Executive Session. Mr. Tester seconded the motion, and it passed by unanimous vote.

Mayor George declared the council in Executive Session.

RESULT:	**EXECUTIVE SESSION [8-0]**
MOVER:	Nathanael Hartman
SECONDER:	Kevin Tester
AYES:	George, Ricketts, Hynes, Tester, Hartman, Roth, Smith, Sugrue
ABSENT:	Kratovil

Mayor George declared the council out of Executive Session.

Mr. Tester moved to recommend council request an extension for the current case with the PSC to January 16, 2026. Mr. Kratovil seconded the motion, and it passed by unanimous vote.

DRAFT

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Kevin Tester
SECONDER:	James Kratovil
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Smith, Sugrue

2025-1395: Review and Develop Legal Strategy with Counsel in the Ongoing Opioid PBM Litigation Case - Possible Executive Session

Ms. Smith moved to modify the opioid litigation case per legal counsel. Mr. Tester seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Julie Smith
SECONDER:	Kevin Tester
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Smith, Sugrue

3. ADJOURNMENT

Mayor George asked if there was any other business to come before the council. Hearing none, he adjourned the meeting.

4. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at: https://www.charlestownwv.us/government/agendas_minutes.php

DRAFT

2025-1398: Charles Town Board of Parks and Recreation - December 18, 2025

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/05/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1399: City Manager's Report - January 5, 2026

ATTACHMENTS:

- CMR 05 January 2026.pdf

City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Web: www.charlestownwv.us

Memorandum to Mayor and City Council

From: Brent T. Manuel, City Manager
Subject: City Manager's Report
Date: 05 January 2026

ADMINISTRATION

- Participation in various meetings with Paypoint HR on the classification and compensation study
- Created a file on the shared drive to archive speed trailer data.
- Participation on call with representatives of Charles Town Now on the Charles Street Improvement Project
- Attendance and participation in various CTUB meetings
- Attendance at Board of Parks and Recreation meeting
- Participation in two senior staff meetings
- Attendance at Planning Commission meeting
- Review and approval of payroll
- Participation in HEPMPO Long Range Transportation Plan (LRTP) meeting
- Participation in meeting to review proposal for city hall renovation.
- Preparations for strategic planning session on 10 January 2026

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/05/26
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1400: Interviews/Appointments to Charles Town Boards and Commissions

Board of Zoning Appeals - Two terms ending December 31, 2028 - Locke Wysong and Jim Thomas

Building Commission - One term ending December 31, 2030 - no applications received

Historic Landmarks Commission - Two terms ending December 31, 2028 - Amanda Updike

Planning Commission - One term ending December 31, 2028 - Ann Paonessa

Charles Town Utility Board - One term ending December 31, 2029 - John Maxey and Mark Roper

ATTACHMENTS:

- Wysong BZA Application 2025.pdf
- Jim Thomas - BZA Application.pdf
- Amanda Updike - Boards and Commissions Application - 2025.pdf
- Planning Commission Application Paonessa December 2025.pdf
- Ann Paonessa Resume as of 12.11.25.pdf
- John Maxey - Boards and Commissions Application - 2025.pdf
- John Maxey CTUB-Appointment.pdf
- Mark Roper Application - CTUB.pdf

CHARLES TOWN BOARDS AND COMMISSIONS

Applications for consideration will be kept for two (2) years.

Board or Commission Applying for: **Date of Application:** 12/22/2025

- ☐ Board of Park and Recreation
- ☒ Board of Zoning Appeals
- ☐ Building Commission
- ☐ Historic Landmarks Commission
- ☐ Planning Commission
- ☐ Tree Board
- ☐ Utility Board
- ☐ Vacant Properties
- ☐ Other: _____

Name: Charles Locke Wysong Jr

Address: 124 W. Congress St., Charles Town, WV 25414

Email: lockewysong1wv@yahoo.com

Phone: 304-671-2341

Length of time lived in the City of Charles Town: 53 years

Have you ever been a member of a local government board or commission? Yes

If yes, when, where, and in what capacity? Member of the BZA since Sept. 2000 and current chair.

List present memberships in any relevant community, service, or civic associations.

Jefferson Co. 4-H Foundation
Jefferson Co. 4-H Leaders Assoc.
WVU Jefferson Co. Extension Services Committee

Explain your interest in the board/commission and how it would benefit from your participation.

I have had the pleasure of serving on this volunteer board for several terms and feel that my knowledge of the workings of this board serves as an asset to the city and its residents. More importantly, as chairman, I have acted professionally and fairly to all those before us and feel consistency is critical to the success of our board's mission.

Along with this application form, applicants may also submit a resume, letters of recommendation, and/or any other materials that support their application for appointment to the board/commission.

If you have any questions regarding the application process, please contact the city manager by phone at 304-724-3244. Applications can be emailed to the city manager at bmanuel@charlestownwv.us or the deputy city clerk at cvezzosi@charlestownwv.us

JIM THOMAS

RECEIVED
DEC 15 2025
BY: VG

CHARLES TOWN BOARDS AND COMMISSIONS

Applications for consideration will be kept for two (2) years.

Board or Commission Applying for:

Date of Application: December 7, 2025

- Board of Park and Recreation
- [X] Board of Zoning Appeals
- Building Commission
- Historic Landmarks Commission
- Planning Commission
- Tree Board
- Utility Board
- Vacant Properties
- Other: _____

Name: James A Thomas Jr

Address: 534 S Samuel St, Charles Town, WV 25414

Email: thomasja47@gmail.com

Phone: 703-475-2080

Length of time lived in the City of Charles Town: 17 years

Have you ever been a member of a local government board or commission? Yes

If yes, when, where, and in what capacity? 2016 to present, CT BZA, Vice Chairman

List present memberships in any relevant community, service, or civic associations.

CHAIRMAN, DISTINGUISHED CITIZEN AWARD COMMITTEE, SCOUTING AMERICA
VICE CHAIRMAN, EDGEHILL CEMETARY BOARD

Explain your interest in the board/commission and how it would benefit from your participation.

DEP ASST SECRETARY FOR HEADQUARTERS OPERATIONS, DEPARTMENT OF THE TREASURY FOR 10 YEARS RESPONSIBLE FOR BUILDING RECONSTRUCTION AND LEASE AGREEMENTS WITH GSA IN DOWN-TOWN DC

Along with this application form, applicants may also submit a resume, letters of recommendation, and/or any other materials that support their application for appointment to the board/commission.

CHARLES TOWN BOARDS AND COMMISSIONS

Applications for consideration will be kept for two (2) years.

Board or Commission Applying for: **Date of Application:** 11/17/25

- ☐ Board of Park and Recreation
- ☐ Board of Zoning Appeals
- ☐ Building Commission
- ☒ Historic Landmarks Commission
- ☐ Planning Commission
- ☐ Tree Board
- ☐ Utility Board
- ☐ Vacant Properties
- ☐ Other: _____

Name: Amanda L. Updike

Address: 425 S. Mildred St. Charles Town, WV 25414

Email: mandiux3@gmail.com

Phone: 681-242-9814

Length of time lived in the City of Charles Town: 22 years

Have you ever been a member of a local government board or commission? yes

If yes, when, where, and in what capacity? City of Charles Town HLC 2021-present

List present memberships in any relevant community, service, or civic associations.

I am a member of the Jefferson County Historical Society, Board Member Friends of Happy Retreat, Serving as the Chair of the education committee for the Semi quincentennial Anniversary of the Declaration of Independence Committee for Jefferson County. Member of the Parent Advisory Committee Jefferson County Schools.

Explain your interest in the board/commission and how it would benefit from your participation.

I am an avid lover of History and Architectural Preservation. I serve and have served the community in that vein in various capacities to date. Protecting and preserving the wonderful history and historic structures we have here in Charles Town is a passion of mine. I have a background in grant preparation, have attended various lectures on preservation, grant programs and CLG training offered by WVSHPO during my tenure on the HLC. Recently I attended the Roberts Rules of Order training offered through the Cityt of Charles Town as well. I have enjoyed my time on the HLC and what we have accomplished while serving the citizens of Charles Town. I look forward to being able to meet the upcoming challenges in preservation in this continually changing landscape if given the honor of the opportunity to serve again.

Along with this application form, applicants may also submit a resume, letters of recommendation, and/or any other materials that support their application for appointment to the board/commission.

If you have any questions regarding the application process, please contact the assistant city manager by phone at 304-724-3253. Applications can be emailed to ameeks@charlestownwv.us or cvezzosi@charlestownwv.us

CHARLES TOWN BOARDS AND COMMISSIONS

Applications for consideration will be kept for two (2) years.

Board or Commission Applying for: **Date of Application: ____12/11/25_____**

- ☐ Board of Park and Recreation
- ☐ Board of Zoning Appeals
- ☐ Building Commission
- ☐ Historic Landmarks Commission
- ☐X Planning Commission
- ☐ Tree Board
- ☐ Utility Board
- ☐ Vacant Properties
- ☐ Other: _____

Name: Ann Paonessa

Address: 536 S Mildred St., Charles Town, WV 25414

Email: ann@amorelaw.com

Phone: 304-240-7821

Length of time lived in the City of Charles Town: 30 years

Have you ever been a member of a local government board or commission? yes

If yes, when, where, and in what capacity? City Council, Parks & Recreation, Planning Commission, BZA, JCDA

List present memberships in any relevant community, service, or civic associations.

See attached resume

Explain your interest in the board/commission and how it would benefit from your participation.

I have served as chairperson of the Planning Commission for a little over three years now and wish to be re-appointed. As an appointed member of the City's Zoning Rewrite Committee, I would like to see that project through to fruition in the coming year. These updates to our Zoning Ordinance are critical for our City in managing its future growth.

Along with this application form, applicants may also submit a resume, letters of recommendation, and/or any other materials that support their application for appointment to the board/commission.

If you have any questions regarding the application process, please contact the city manager by phone at 304-724-3244. Applications can be emailed to the city manager at bmanuel@charlestownwv.us or the deputy city clerk at cvezzosi@charlestownwv.us

ANN PAONESSA
536 SOUTH MILDRED STREET
CHARLES TOWN, WEST VIRGINIA 25414
PHONE: 304·240-7821 • EMAIL: ANNPWV@GMAIL.COM

EXPERIENCE:

Office Manager/Legal Assistant, Amore Law, PLLC, Charles Town, WV, September 2015 to present. Office manager for single-attorney consumer protection and bankruptcy law practice. Oversees all financial and administrative operations for the firm, including scheduling, accounts payable/receivable and case management. Also serves as a legal assistant to attorney Aaron Amore, who is a Chapter 7 Bankruptcy Trustee, in the administration of asset and non-asset cases in accordance the rules, regulations and guidelines established by the U.S. Trustee and U.S. Bankruptcy Court.

Managing Member, BAKKA, LLC, Charles Town, WV, June 2004 to present. Managing member of a real estate enterprise that owns and leases commercial property in downtown Charles Town, WV. Oversees day-to-day operations of managing tenants; financial accounting and reporting; and building maintenance and repair. Led a major renovation of the property in 2004-2005 and subsequent renovations in 2007 that resulted in creating high-quality commercial office, retail and restaurant spaces. Obtained certification as a qualified historic rehabilitation from the National Parks Service for the initial renovation project and was awarded the *Vision Award* from the City of Charles Town's Historic Landmarks Commission in 2005.

City Council Member, City of Charles Town, Charles Town, WV, June 2007 to June 2019. Elected to three, four-year terms as a member of the municipal governing body that oversees the management and operations of the City of Charles Town, WV on behalf of its citizens. While in office, served as Mayor Pro Tern for six years; the Personnel Committee for 12 years; the Parks & Recreation Commission for 10 years; ON-TRAC/Main Street WV liaison for six years; municipal representative to the Jefferson County Development Authority for three years; and the Planning Commission for two years.

Office Manager, A-Zone Environmental Services, Inc., Charles Town, WV, September 2013 to August 2015. Served as part-time office manager for a growing environmental consulting and remediation firm. A newly created position, it required the skills of a self-starter to create internal administrative systems and procedures to assist in well-managed growth of the firm's business operations. Duties included accounting and payroll responsibilities; employee time and expense tracking; managing and ensuring compliance with multiple licensing, medical and health and safety regulations; making staff travel arrangements; and general office duties such as filing, correspondence and scheduling.

Event Manager and Editorial Assistant, LMT Communications, Inc., Newtown, CT, June 1998 to June 2002 and May 1991 to May 1994. Originally hired as an editorial assistant for a publishing firm based in Connecticut, assisted in producing the leading U.S. trade magazine in the dental laboratory industry. Position grew to include researching, developing and writing feature articles as well as layout, design and production of the

magazine. After leaving the position and relocating to West Virginia, was re-hired to work out of a home office to lead the development, marketing and coordination of company-sponsored seminars and workshops in various locations throughout the country. Also initiated, developed and coordinated one of the company's annual trade shows with over 150 exhibitors and approximately 1,500 attendees.

Executive Director, Big Brothers Big Sisters of the Eastern Panhandle, Inc., Martinsburg, WV, May 1995 to May, 1998. Management of a non-profit organization that serves at-risk youth through a mentoring program with adult volunteers. Responsible for overseeing case management, fundraising and all administrative operations of the agency.

EDUCATION:

Bachelor of Arts, English, Fordham University, Bronx, NY, May 1990

VOLUNTEER EXPERIENCE:

Board Member, Charles Town Now, 2019 to present
Commissioner, Charles Town Planning Commission, 2020 to present
Board Member, Charles Town Board of Zoning Appeals, 2019 to 2020
Treasurer, Washington High School Soccer Boosters, 2015 to 2018
Treasurer, Jefferson County Democratic Executive Committee, 2014 to 2018
Treasurer, Friends of Happy Retreat, Inc., 2005 to 2008
Board Member, City of Charles Town Parks & Recreation Commission, 2005 to 2007

LEISURE ACTIVITES:

Reading; writing; volunteering for various community activities and organizations; playing word games; and watching my children (and pretty much anyone else's children from the amateur to professional levels) play sports.

REFERENCES:

Available upon request.

CHARLES TOWN BOARDS AND COMMISSIONS

Applications for consideration will be kept for two (2) years.

Board or Commission Applying for: **Date of Application:** December 1, 2025

- ☐ Board of Park and Recreation
- ☐ Board of Zoning Appeals
- ☐ Building Commission
- ☐ Historic Landmarks Commission
- ☐ Planning Commission
- ☐ Tree Board
- ☒ Utility Board
- ☐ Vacant Properties
- ☐ Other: _____

Name: John Maxey

Address: 335 Old Shenandoah Trl, Harpers Ferry, WV 25425

Email: JohnRMaxey@gmail.com

Phone: 304-707-1954

Length of time lived in the City of Charles Town: 0

Have you ever been a member of a local government board or commission? Yes

If yes, when, where, and in what capacity? Jefferson County Planning Commission, Chairman

List present memberships in any relevant community, service, or civic associations.

Charles Town Utility Board

Saint Andrews Mountain Community Center

Blue Ridge Watershed Coalition

Explain your interest in the board/commission and how it would benefit from your participation.

I have experience as a water quality monitor on the Shenandoah River and tributaries in Jefferson County and have an interest in environmental protection.

Along with this application form, applicants may also submit a resume, letters of recommendation, and/or any other materials that support their application for appointment to the board/commission.

If you have any questions regarding the application process, please contact the city manager by phone at 304-724-3244. Applications can be emailed to the city manager at bmanuel@charlestownwv.us or the deputy city clerk at cvezzosi@charlestownwv.us

Brent Manuel, City Manager
City of Charles Town
101 East Washington Street
Charles Town, WV 25414

Re: Charles Town Utility Board

Dear Mr. Manuel,

This is to affirm my interest in reappointment to the Charles Town Utility Board for a full three-year term. The past year has been an interesting learning experience that I believe has positioned me to be better able to represent the interests of the Council, residents of the city, and ratepayers of CTUB.

Thank you,



John Maxey
Data Direct, Inc.
111 West Washington Street, Suite 1
Charles Town, WV 25414

MARK ROPER 304.671.5262
General Contractor [redacted]
418 S. Samuel Street, Charles Town, West Virginia 25414

Honorable Members of the City Council
City of Charles Town
101 East Washington Street
Charles Town, West Virginia 25414

Dear Honorable Council Members:

I am writing to express my interest in the seat on the Charles Town Utility Board for the term beginning January 1, 2026, through December 31, 2029. I submit my application both as a qualified professional and as a long-standing Charles Town Utility Board water and sewer ratepayer.

I have been a resident of Charles Town for more than sixty years and have owned and operated Roper Construction, LLC for over forty years. Throughout my career, I have worked extensively with water and wastewater infrastructure, including assisting my father in the operation of water and sewer package plants. I have installed thousands of water and sewer service connections for residential and commercial construction and renovations. This hands-on experience has provided me with a strong practical understanding of utility system operations, maintenance, and capital improvements.

In addition to field experience, I bring a working knowledge of budgeting and project oversight which are core responsibilities of a utility board member. I understand the importance of ensuring that utility operations remain financially sound while meeting all applicable state and federal regulatory requirements. My background will allow me to contribute meaningfully to board discussions related to planning and regulatory compliance.

I am also aware of the increasing external pressures facing the Charles Town Utility Board arising from the actions of for-profit utilities operating in the region, including repeated rate increase requests and efforts to expand service territories into areas already served by community-owned systems. Recent regulatory proceedings have highlighted the contrast between a publicly owned utility focused on system stewardship, measured growth, and local accountability, and investor-owned utilities whose business models prioritize expansion and shareholder returns. As a prospective board member, I believe it is essential that CTUB maintain strong technical, financial, and regulatory oversight to protect its certificated service territory, ensure responsible infrastructure investment, and uphold the principle that growth should pay for growth. An informed and vigilant board plays a critical role in safeguarding ratepayers and preserving CTUB's long-term viability.

The Charles Town Utility Board also faces significant upcoming projects that will require disciplined oversight, a clear focus on schedule and cost control. I am confident that my experience in construction management and utility systems would be an asset in helping the Board guide these projects to successful completion while maintaining high standards of service for ratepayers.

Enclosed please find my application, which provides additional detail regarding my qualifications and experience. I would welcome the opportunity to further discuss how my background aligns with the responsibilities of the Utility Board of Directors. Thank you for your time and consideration.

Sincerely,

Mark Roper

bmanuel@charlestownwv.us and cvezzosi@charlestownwv.us

CHARLES TOWN BOARDS AND COMMISSIONS

Applications for consideration will be kept for two (2) years.

Board or Commission Applying for: **Date of Application:** 12/29/2025

- ☐ Board of Park and Recreation
- ☐ Board of Zoning Appeals
- ☐ Building Commission
- ☐ Historic Landmarks Commission
- ☐ Planning Commission
- ☐ Tree Board
- ☒ Utility Board
- ☐ Vacant Properties
- ☐ Other: _____

Name: Mark E. Roper

Address: 418 S. Samuel Street, Charles Town, West Virginia 25414

Email: mrconstructionwv@gmail.com

Phone: (304) 671-5262

Length of time lived in the City of Charles Town: 67 years

Have you ever been a member of a local government board or commission? Yes

If yes, when, where, and in what capacity? Charles Town Planning Commission (10 years) and Board of Zoning Appeals

List present memberships in any relevant community, service, or civic associations.

Local Business Owner for over 40 years, Mark Roper Construction.
Active Community Member attending Rotary events, Chamber of Commerce, Jefferson County Community Ministries fundraising, sponsor of many local charity and youth organizations.
Past President of Jefferson County Affordable Housing Committee.

Explain your interest in the board/commission and how it would benefit from your participation.

I am interested in being a Board member on the Charles Town Utility Board to contribute back to the community and ensure that our water and sewer rates remain fair and equitable for CTUB customers. Water Quality and Wastewater Treatment are also a top priority. My knowledge of water and sewer service extensions along with my construction background are critical for a Utility Board member seat and would be very beneficial to the City Council. My budgeting and estimating experience, regulatory and permitting background along with my experience running numerous self-owned businesses locally are all qualities that would benefit Charles Town Council and the Utility Board.

Along with this application form, applicants may also submit a resume, letters of recommendation, and/or any other materials that support their application for appointment to the board/commission.

If you have any questions regarding the application process, please contact the city manager by phone at 304-724-3244. Applications can be emailed to the city manager at bmanuel@charlestownwv.us or the deputy city clerk at cvezzosi@charlestownwv.us

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/05/26
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1401: FY2027 Budget Calendar

ATTACHMENTS:

- FY 2027 Budget Schedule.pdf

CITY OF CHARLES TOWN
FY 2027 BUDGETING SCHEDULE

General Fund

January 9, 2026 – Salary requests are due. These requests should include new positions that are not in the current budget. Additional merit increase requests above the normal 2.5% should also be included. Requests may be submitted in email format. FY 2026 salaries will be emailed to each director as a reminder of current pay rates.

January 23, 2026 – Budget requests for items that are not in the current budget are due. These requests should include new contracted services, dues, training, software maintenance payments, etc. These requests may be submitted in email format as well. Please be advised that Finance will compile each department's budget based on a 5-year history of actual expenditures. The purpose of these requests is to make Finance aware of unusual, unexpected expenditures that would be overlooked in the compilation of the budget based on historical data.

February 11-13, 2026 – Directors and Chief of Police will meet individually with the Finance Director to review and finalize their budgets.

February 16-20, 2026 – An appointment will be made during this week with the Finance Director and the City Manager to review and finalize the entire FY 2027 budget and salaries.

March 2, 2026 – First draft of the 2027 General Fund Budget is presented to Council.

March 16, 2026 – Council approves budget and it is sent to the State for approval.

April 21, 2026 – Council officially lays the levy after receiving feedback from the State.

Parks and Recreation

March 20, 2026 – Salary changes and budget requests that are not in the current budget are due. This will include raises for lifeguards and tennis instructors. Other items that are not included in the current budget should be submitted at this time. These items may include new programs, additional supplies, new contracted services, etc. Finance will compile a draft budget based on a 5-year history of actual expenditures. Therefore, it is only necessary to request unusual, unexpected expenditures that would be overlooked in the compilation of the budget based on historical data. Additional revenue items should be considered and submitted as well. Items may be submitted in email format.

March 30-31, 2026 – Finance Director will meet with Parks Manager and Assistant City Manager to review the budget.

April 2026 P&R Board Meeting – FY 2027 P&R Budget is presented to the Board.

Capital Fund

Two Budgets will be compiled – FY 2027-2031 CIP Budget and FY 2027 Capital Budget

March 2026 – Directors, Chief of Police, and City Manager should begin compiling new capital items and backup quotes along with pictures if applicable to be included in 2027-2031 CIP Budget. The current FY 2026-2030 CIP Budget will be emailed as a refresher.

March 27, 2026 – Capital item requests are due for the FY 2027-2031 CIP Budget. These items may be submitted in email format.

April 6-10, 2026 – During this week, leaders, Finance Director, and City Manager will meet to review FY 2027-2031 CIP Budget.

April 20, 2026 – First draft of FY 2027-2031 CIP Budget is presented to council.

May 1, 2026 – Capital items for the FY 2027 Capital Budget that were not included in the 2027-2031 CIP Budget are due to be submitted by email. (It will be unusual to have an item. Unless an emergency arises, these items should be submitted with the CIP Budget on March 27, 2026.) The FY 2027 Capital Budget will be compiled using the approved 2027-2031 CIP Budget from April 20, 2026.

May 4, 2026 – Final draft of FY 2027-2031 CIP Budget will be presented to council if necessary.

May 6-8, 2026 – Leaders will meet to discuss FY 2027 Capital Budget.

May 18, 2026 – FY 2027 Capital Budget is presented to council.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/05/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1402: Discussion of PSC Case No. 25-1000-LRR-WS-C, Madison Greens, LLC and Beallair Homes, LLC v. City of Charles Town and Charles Town Utility Board - Possible Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/05/26
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1403: Payment of Bills - January 5, 2026

ATTACHMENTS:

- GEN FUND COUNCIL REPORT 2026-01-05.pdf
- CAPITAL RESERVE COUNCIL REPORT 2026-01-05.pdf
- PARKS N REC COUNCIL REPORT 2026-01-05.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
BORLIE MECHANICAL CONTRACTING LLC	1/02/26	CWH BIANNUAL HVAC MAINT	GENERAL FUND	STREETS & HIGHWAYS	1,250.00
				TOTAL:	1,250.00
COMCAST CORPORATION	1/02/26	DEC25 PD TV SERVICE	GENERAL FUND	POLICE DEPARTMENT	10.46
				TOTAL:	10.46
COREY LEWIS	1/02/26	TRAINING PER DIEM 12/3-5	GENERAL FUND	ENFORCEMENT AGENCY	468.20
				TOTAL:	468.20
CHARLES TOWN UTILITY BOARD	1/02/26	12/03 PD WATER DELIVERY	GENERAL FUND	POLICE DEPARTMENT	76.99
				TOTAL:	76.99
DOCUMENT SOLUTIONS, INC.	1/02/26	CY25 COLOR OVERAGE COPIER	GENERAL FUND	CITY HALL	3,577.20
	1/02/26	CY25 BLK OVERAGE COPIER	GENERAL FUND	CITY HALL	163.53
				TOTAL:	3,740.73
DUANE DUNN	1/02/26	TRAINING PER DIEM 12/3-5	GENERAL FUND	BUILDING INSPECTION	468.20
				TOTAL:	468.20
EMPOWER RETIREMENT	12/19/25	12/19/25 ER DFCMP/ROTH	GENERAL FUND	NON-DEPARTMENTAL	3,206.65
	12/19/25	12/19/25 ER DFCMP/ROTH	GENERAL FUND	NON-DEPARTMENTAL	4,866.32
	12/19/25	12/19/25 ER DFCMP/ROTH	GENERAL FUND	NON-DEPARTMENTAL	1,698.66
				TOTAL:	9,771.63
FIRST-CITIZENS BANK & TRUST CO	1/02/26	JAN26 CH 2ND FLR PLOTTER	GENERAL FUND	CITY HALL	506.12
	1/02/26	JAN25 1ST FLR COPIER LEAS	GENERAL FUND	CITY HALL	239.68
				TOTAL:	745.80
FRONTIER, INC.	1/02/26	DEC25 CH ELEVATOR ALARM	GENERAL FUND	CITY HALL	71.21
	1/02/26	JAN25 CWH FIRE ALARM#2	GENERAL FUND	CITY HALL	96.93
	1/02/26	JAN25 PD FIRE ALARM	GENERAL FUND	POLICE DEPARTMENT	108.51
				TOTAL:	276.65
GRIFFITH ENERGY SERVICES, INC	1/02/26	12/26 CH OIL DELIVERY	GENERAL FUND	CITY HALL	638.66
	1/02/26	CH OIL DELIVERY 12/13	GENERAL FUND	CITY HALL	613.35
				TOTAL:	1,252.01
HIRE LEVEL HCM INC	12/19/25	COUNCIL PAYROLL INVOICE 1	GENERAL FUND	CITY HALL	127.60
	12/19/25	12/19/25 CH PAYROLL INVOI	GENERAL FUND	CITY HALL	453.29
				TOTAL:	580.89
JEFFERSON COUNTY CIRCUIT COURT	12/22/25	APPEAL PACE 25004839	GENERAL FUND	CITY CLERK'S OFFICE	205.00
				TOTAL:	205.00
JOHNSON CONTROLS SECURITY SOLUTIONS LL	1/02/26	RH 3RD QRTR 26 ALARM SERV	GENERAL FUND	CITY HALL	370.39
	1/02/26	PD 3RD QRTR ALARM SERVICE	GENERAL FUND	POLICE DEPARTMENT	1,581.65
				TOTAL:	1,952.04
KIMLEY-HORN AND ASSOCIATES, INC.	1/02/26	NOV25 PLANNING& SITE REV	GENERAL FUND	PLANNING & ZONING	1,694.52
				TOTAL:	1,694.52
KONE INC.	1/02/26	CH ELEVATOR REPAIR 10/16	GENERAL FUND	STREETS & HIGHWAYS	549.40
	1/02/26	CH ELEVATOR REPAIR 12/1	GENERAL FUND	STREETS & HIGHWAYS	792.21
				TOTAL:	1,341.61
MILLENIUM INSURANCE GROUP INC	1/02/26	JAN 25 INS BROKER	GENERAL FUND	CITY HALL	1,800.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	1,800.00
NVA	1/02/26	JAN25 VISION PREM	GENERAL FUND	NON-DEPARTMENTAL	136.29
	1/02/26	JAN25 VISION PREM	GENERAL FUND	ECONOMIC DEVELOPMENT	7.97
	1/02/26	JAN25 VISION PREM	GENERAL FUND	CITY MANAGER'S OFFICE	7.97
	1/02/26	JAN25 VISION PREM	GENERAL FUND	TREASURER'S OFFICE	31.88
	1/02/26	JAN25 VISION PREM	GENERAL FUND	CITY CLERK'S OFFICE	7.97
	1/02/26	JAN25 VISION PREM	GENERAL FUND	CITY ATTORNEY	7.97
	1/02/26	JAN25 VISION PREM	GENERAL FUND	ENFORCEMENT AGENCY	7.97
	1/02/26	JAN25 VISION PREM	GENERAL FUND	BUILDING INSPECTION	7.97
	1/02/26	JAN25 VISION PREM	GENERAL FUND	PLANNING & ZONING	31.88
	1/02/26	JAN25 VISION PREM	GENERAL FUND	CITY HALL	7.97
	1/02/26	JAN25 VISION PREM	GENERAL FUND	POLICE DEPARTMENT	111.58
	1/02/26	JAN25 VISION PREM	GENERAL FUND	STREETS & HIGHWAYS	23.91
				TOTAL:	391.33
PEAC SOLUTIONS	1/02/26	JAN26 PD&CH COPIERS	GENERAL FUND	CITY HALL	280.00
	1/02/26	JAN26 PD&CH COPIERS	GENERAL FUND	POLICE DEPARTMENT	515.98
				TOTAL:	795.98
POTOMAC EDISON COMPANY, INC.	12/15/25	NOV25 CH&MD&ST ELEC SERV	GENERAL FUND	CITY HALL	192.92
	12/15/25	NOV25 CH&MD&ST ELEC SERV	GENERAL FUND	CITY HALL	214.72
	12/15/25	NOV25 CH&MD&ST ELEC SERV	GENERAL FUND	CITY HALL	230.57
	12/15/25	NOV25 CH&MD&ST ELEC SERV	GENERAL FUND	CITY HALL	235.15
	12/15/25	NOV25 CH&MD&ST ELEC SERV	GENERAL FUND	CITY HALL	330.77
	12/15/25	NOV25 CH&MD&ST ELEC SERV	GENERAL FUND	STREETS & HIGHWAYS	272.99
	12/15/25	NOV25 CH&MD&ST ELEC SERV	GENERAL FUND	STREET LIGHT UTILITIES	3,396.04
	12/15/25	NOV25 CH&MD&ST ELEC SERV	GENERAL FUND	STREET LIGHT UTILITIES	107.62
	12/15/25	NOV25 CH&MD&ST ELEC SERV	GENERAL FUND	STREET LIGHT UTILITIES	4,837.75
	12/15/25	NOV25 CH&MD&ST ELEC SERV	GENERAL FUND	STREET LIGHT UTILITIES	166.69
	12/15/25	NOV25 CH&MD&ST ELEC SERV	GENERAL FUND	STREET LIGHT UTILITIES	40.70
	12/15/25	NOV25 CH&MD&ST ELEC SERV	GENERAL FUND	STREET LIGHT UTILITIES	273.37
	12/15/25	NOV25 CH&MD&ST ELEC SERV	GENERAL FUND	STREET LIGHT UTILITIES	244.89
	12/15/25	NOV25 CH&MD&ST ELEC SERV	GENERAL FUND	STREET LIGHT UTILITIES	43.96
	12/15/25	NOV25 CH&MD&ST ELEC SERV	GENERAL FUND	STREET LIGHT UTILITIES	20.49
	12/15/25	NOV25 CH&MD&ST ELEC SERV	GENERAL FUND	STREET LIGHT UTILITIES	235.84
	12/15/25	NOV25 CH&MD&ST ELEC SERV	GENERAL FUND	STREET LIGHT UTILITIES	664.20
				TOTAL:	11,508.67
S&K ENTERPRISES, LLC	1/02/26	TREE REMOVAL 214N LAWRENC	GENERAL FUND	STREETS & HIGHWAYS	2,100.00
				TOTAL:	2,100.00
SHENANDOAH SALES AND SERVICE INC.	1/02/26	B34 BUCKET REPAIR	GENERAL FUND	STREETS & HIGHWAYS	428.74
				TOTAL:	428.74
SOUTH CENTRAL PLANNING & DEVELOPMENT C	1/02/26	DEC25 PERMIT SOFTWARE	GENERAL FUND	PLANNING & ZONING	980.00
				TOTAL:	980.00
SUN LIFE	1/02/26	JAN25 DENTAL INS	GENERAL FUND	NON-DEPARTMENTAL	616.62
	1/02/26	JAN25 DENTAL INS	GENERAL FUND	ECONOMIC DEVELOPMENT	84.07
	1/02/26	JAN25 DENTAL INS	GENERAL FUND	CITY MANAGER'S OFFICE	160.75
	1/02/26	JAN25 DENTAL INS	GENERAL FUND	TREASURER'S OFFICE	295.71
	1/02/26	JAN25 DENTAL INS	GENERAL FUND	CITY CLERK'S OFFICE	77.07
	1/02/26	JAN25 DENTAL INS	GENERAL FUND	CITY ATTORNEY	117.37
	1/02/26	JAN25 DENTAL INS	GENERAL FUND	ENFORCEMENT AGENCY	61.53
	1/02/26	JAN25 DENTAL INS	GENERAL FUND	BUILDING INSPECTION	94.96

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	1/02/26	JAN25 DENTAL INS	GENERAL FUND	PLANNING & ZONING	347.45
	1/02/26	JAN25 DENTAL INS	GENERAL FUND	CITY HALL	101.98
	1/02/26	JAN25 DENTAL INS	GENERAL FUND	PARKING	34.04
	1/02/26	JAN25 DENTAL INS	GENERAL FUND	POLICE DEPARTMENT	1,403.72
	1/02/26	JAN25 DENTAL INS	GENERAL FUND	STREETS & HIGHWAYS	306.33
				TOTAL:	3,701.60
THE JOURNAL,MARTINSBURG	1/02/26	12/17 PD POLICE TEST AD	GENERAL FUND	POLICE DEPARTMENT	471.00
	1/02/26	12/24 POLICE TEST AD	GENERAL FUND	POLICE DEPARTMENT	246.00
				TOTAL:	717.00
TRAVELERS	1/02/26	P&R JEEP INSURANCE	PARKS & REC	PARKS & REC	764.00
				TOTAL:	764.00
TYLER TECHNOLOGIES, INC	1/02/26	FY26 CC READERS COMPLIANC	GENERAL FUND	CITY HALL	45.00
				TOTAL:	45.00
VAN METRE LLC	1/02/26	REIMBRSMT ZNG VERIF APP	GENERAL FUND	PLANNING & ZONING	50.00
				TOTAL:	50.00
WHITE KEITH	1/02/26	RMBSMT TREE DAMAGE	GENERAL FUND	STREETS & HIGHWAYS	1,468.89
				TOTAL:	1,468.89

========== FUND TOTALS ==========	
001 GENERAL FUND	47,821.94
207 PARKS & REC	764.00
GRAND TOTAL:	48,585.94

TOTAL PAGES: 3

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: AP1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 12/15/2025 THRU 1/02/2026

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: Check Date
SEQUENCE: By Vendor Sort
DESCRIPTION: Item
GL ACCTS: NO
REPORT TITLE: COUNCIL REPORT
SIGNATURE LINES: 2

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
BOYD'S GUTTERING	1/02/26	CH SPOUT EXTENSION	CAPITAL RESERVE	STREETS & TRANSPORTATI	420.00
				TOTAL:	420.00
GANTT'S EXCAVATING & CONTRACTING INC	1/02/26	DEC25 LIBERTY DRNAGE IMP	CAPITAL RESERVE	STREETS & TRANSPORTATI	40,816.57
				TOTAL:	40,816.57
GREENWAY ENGINEERING, INC.	1/02/26	DEC25 LIBERTY CONST ADMIN	CAPITAL RESERVE	STREETS & TRANSPORTATI	92.50
				TOTAL:	92.50

========== FUND TOTALS ==========

200	CAPITAL RESERVE	41,329.07
	GRAND TOTAL:	41,329.07

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: CAP1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 1/02/2026 THRU 1/02/2026

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: Check Date
SEQUENCE: By Vendor Sort
DESCRIPTION: Item
GL ACCTS: NO
REPORT TITLE: COUNCIL REPORT
SIGNATURE LINES: 2

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
POTOMAC EDISON COMPANY, INC	12/29/25	DEC25 JMP& EVRUN ELEC SER	PARKS & REC	PARKS & REC	214.32
				TOTAL:	214.32

FUND TOTALS	
207 PARKS & REC	214.32
GRAND TOTAL:	214.32

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 03-CT BOARD OF P&R
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 12/29/2025 THRU 12/29/2025

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: Check Date
SEQUENCE: By Vendor Sort
DESCRIPTION: Item
GL ACCTS: NO
REPORT TITLE: COUNCIL REPORT
SIGNATURE LINES: 2

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/05/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1404: Charles Town Police Department November Statistical Report

ATTACHMENTS:

- November 2025 CTPD Stats.pdf

Charles Town Police Department
Monthly Stat Report

November 2025

911 Hangup	11
Abandoned Vehicle	10
Aggressive Animal	
Alarm	22
Assault	1
ATV Complaint	1
Be On the Lookout	4
Breaking and Entering	1
Building Check	50
Business Engagement	7
Capias Recall by Court	18
Capias Service	22
Community Engagement	3
Court/Bailiff Duty	2
Court Order Violation	1
Crossing Guard Duties	3
Destruction of Property	3
DHHR Referral	3
Directed Patrol	232
Disabled Vehicle	4
Disturbance	25
Domestic Battery	
Drug Activity	2
DUI	1
EMS Assist	15
Fingerprinting	5
Follow Up	13
Foot Patrol	21
Found Property	2
FPO Violation	1
Fraud	1
Harassment	2
Hardcopy Check	1
Illegal Burn	1
Indecent Activity	2
Information	1
Intoxicated Person	1
Juvenile Complaint	3

Loose Dog	1
Motorist Assist	2
MVA w/ Entrapment	
MVA Hit and Run	2
MVA Hit and Run w/ Injury	
MVA No Injury	31
MVA Pedestrian Struck	
MVA w/ Injury	1
Nuisance	
Open Door	1
Out of Car (Investigation/Mtg/Court)	4
Overdose	
Overdose-Death	
Panhandling	2
Parking Complaint	6
Public Assist (In Person Contact)	15
Public Service (Phone Contact)	51
Reckless Driver	4
Road Patrol	17
Sexual Assault	2
Shoplifting	1
Special Event/Detail	4
Suspicious Activity	7
Suspicious Mail	
Suspicious Person	1
Suspicious Vehicle	5
Theft	1
Threats	2
Traffic Hazzard	4
Transport	
Trespassing	2
Unattended Death	
VIN Verification	1
Warrant Service	2
Welfare Check	17
Wildlife Complaint	2
Wires Down	
Total calls of service	**683**

Assists/Back-Ups:				
	Ranson	8	Sheriffs Dept.	39
	Harpers Ferry		State Police	1
	Shepherdstown		Other (not including CTPD)	4
			Total Assists	**52**

	Male	Female	Caucasian	African American	Hispanic	Asian	Other/ Unknown	Total
Defendants:	11	6	13	14	0	0	0	**17**
Total Charges	14	7	14	7	0	0	0	**21**
Citations:								**226**
- Moving								**132**
- Nonmoving								**82**
- Criminal								**9**
- S Ticket (Parking)								**3**
Stops	127	68	143	25	19	3	5	**195**
Warnings:								**150**
Stops	93	56	105	16	18	5	5	**149**
Total	231	130	**261**	**55**	**37**	**8**	**10**	
Incident Report								**56**
Parking								
- Citations								**164**
-Warnings								**18**

Charles Town Police Department
Monthly Stat Report
Charges by Offense/Gender/Race

November 2025

	Male	Female	Caucasian	African American	Hispanic	Asian	Unknown
PART I OFFENSE							
Burglary (Daytime)							
Burglary (Nighttime)							
Grand Larceny							
Grand Larceny, Attempted							
Malicious Assault							
Malicious Wounding							
Attempted Murder 1st Degree							
Murder 1st Degree							
Petit Larceny							
Robbery - Attempted							
Robbery							
Robbery 2nd Degree							
Sexual Assault 1st Degree							
Shoplifting							
Shoplifting 2nd Offense							
Shoplifting 3rd Offense							
Strangulation							
TOTAL	0	0	0	0	0	0	0
PART II OFFENSE							
Assault							
Attempted to Defeat Drug/Alcohol Screening Test							
Battery							
Battery on an Officer							
Bond Revocation							
Breaking and Entering Vehicle							
Capias Served	5	4	8	1			
Child Abuse Resulting in Injury							
Child Neglect Creating Risk of Injury							
Computer Fraud							
Conspiracy to Organized Retail Theft							
Conspiracy to Distribute MDMA							
Conspiracy to Breaking and Entering							
Conspiracy to Possess w/Intent to Deliver Cocaine							
Conspiracy to Possess w/Intent to Deliver Heroin							
Conspiracy to Possess w/Intent to Deliver Methamphetamine							
Cruelty to Animals							
Destruction of Property	1			1			
Destruction of Property Felony							
Disorderly Conduct							
Disruption of School							
Distribution of Crack Cocaine							
Domestic Assault 3rd Offense							
Domestic Battery		1	1				
Domestic Battery 2nd Offense							
Domestic Battery 3rd Offense							
Driving Revoked for DUI							
Driving Revoked for DUI 2nd							
Driving Revoked for DUI 3rd	1		1				
Driving Revoked Non DUI Admin							
DUI		1	1				
DUI 2nd							
DUI 3rd							
DUI Aggravated	1		1				

Charles Town Police Department
Monthly Stat Report
Charges by Offense/Gender/Race

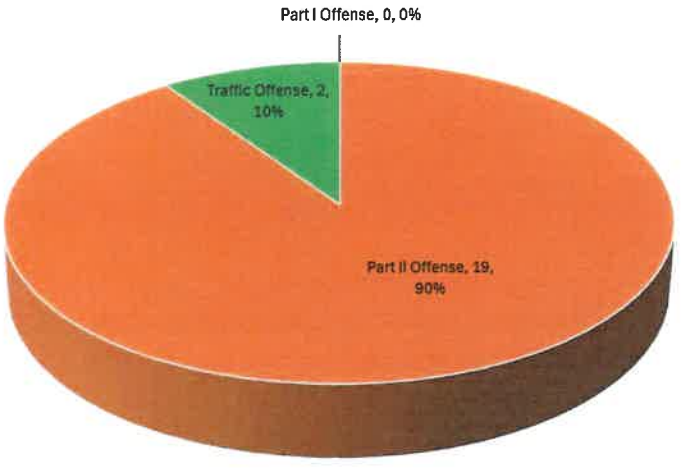
DUI Causing Bodily Injury							
DUI - Drugs							
DUI - Drugs 3rd Offense							
DUI w/ Minor							
Engage in Business W/O Business Franchise Registration							
Failure to Make Required Payments							
False Alarm of Fire							
False Reporting of an Emergency							
Felon in Possession of Firearm							
Financial Exploitation of Elderly							
Fingerprint Refusal	1			1			
Forgery of a Public Record							
FPO Violation	1			1			
Fraudulent Schemes							
Fugitive From Justice							
Indecent Exposure	1		1				
Interfering with Emergency Communication							
Leash Law Violation							
Medicare/Medicaid Fraud							
Obstructing an Officer	1			1			
Obtain Money, Property, Services by False Pretense							
Open Container							
Organized Retail Theft							
Pedestrian in Roadway							
Pimping							
Possession Deadly Weapon by Minor							
Possession of Alcohol Under 21							
Possession of Acetaminophen/Tramadol							
Possession of Cocaine	1			1			
Possession of Heroin							
Possession of Marijuana							
Possession of Methamphetamine							
Possession of Oxycodontin							
Possession of Pregabalin							
Possession of Xanax							
Possession w/ Intent to Deliver Methamphetamine							
Possession w/ Intent to Distribute Heroin							
Probation Revocation							
Prohibited Person in Poss of Firearm							
Prostitution							
Prostitution 2nd Offense							
Providing Alcohol to Under 21							
Public Intoxication							
Resisting Arrest							
Sale of Alcohol to Person Under 21							
Sexual Abuse 1st Degree							
Sexual Assault 2nd Degree							
Tampering with Vehicle							
Transfer Receive Stolen Goods							
Trespassing							
Use of Firearm in Commission of Felony							
Underage Consumption of Alcohol							
Uttering							
Wanton Endangerment Involving a Firearm							
TOTAL	**13**	**6**	**13**	**6**	**0**	**0**	**0**

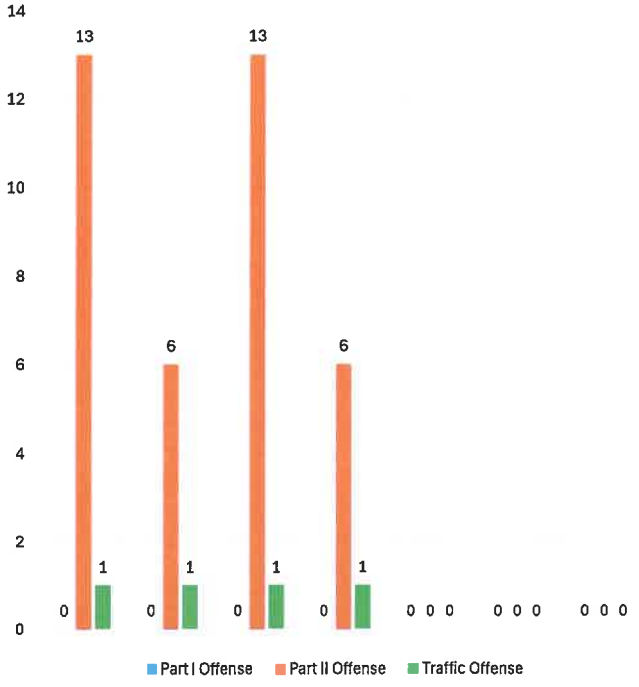
Charles Town Police Department

Monthly Stat Report

Charges by Offense/Gender/Race

TRAFFIC OFFENSE							
Cell Phone Violation							
Child Safety Restraint Violation							
Defective Equipment							
Driving Suspended							
Driving Suspended 2nd Offense							
Driving Suspended 3rd Offense	1			1			
Driving Too Fast for Conditions							
Exp/No MVI							
Expired/No Operators							
Expired/No Registration							
Fail to Keep Right							
Fail to Maintain Control		1	1				
Fail to Obey Traffic Control Device							
Fail to Report Accident							
Failure to Yield at Intersection							
Following to Closely							
Improper Display							
Improper Registration							
Leaving the Scene of Accident w/ Injury							
Leaving the Scene of Accident w/ Damage							
Left of Center							
Littering from Vehicle							
No Insurance/No Proof of Insurance							
No Motorcycle Endorsement							
No Parking Violation							
No Seatbelt							
Passing on Right Off Road							
Red Light Violation							
Speeding							
Wrong Way on Traffic Circle							
TOTAL	1	1	1	1	0	0	0
TOTAL CHARGES	**14**	**7**	**14**	**7**	**0**	**0**	**0**





Charles Town Police Department

SRO Monthly Report

Washington High School / Charles Town Middle School / 2025/2026 / November 2025

INVOLVEMENTS:					
Alcohol Related	0	Fire/Shelter Drills	0	SRO Use of Force	0
Battery on School Employee	0	Found Property	0	Suspensions	14
Citizen Assist	10	Incident Reports	1	Threats	0
Directed Patrols	1	Juvenile Petitions	1	Tobacco Related	3
Disturbance	1	Marijuana Possession	0	Trespassing	0
Evacuations	0	Parental Contacts	7	Vandalism/Theft	0
Extra Curricular Activities	1	Parking Complaints	5	Vehicle Accident	0
Fights	1	Reckless Driver	0	Welfare Check	0
Fire Department Assist	2	Social Media Related	0	***Total Involvements***	***47***

Officer Notes/Misc. Information: Thanksgiving break from 11/24-11/28 (No School)

YOUTH SERVICES:	
Total Classes Taught:	0
Students in Class:	0
Topics Taught:	0
One on One Contacts:	60
Total Students Served:	300

Charles Town Police Department

Community Policing Monthly Report

Downtown Charles Town / Residential Developments / Parks

November 2025

INVOLVEMENTS:	NUMBER
Building Check	1
Directed Patrol	8
Downtown Foot Patrol*	11
Special Event/Detail (see specifics in Notes section)	3
Community Contact (talking with residents and visitors)	2
Business Contact (talking with business owners and employees)	8
Park patrol (Jefferson Memorial/Evitts Run/Skate Park, Willingham Knolls/Happy Retreat)	14
TOTAL INVOLVEMENTS	**47**

Officer Notes/Misc. Information:

Attended following events: Hometown Heroes appreciation, Sunset Market, and Veteran's Appreciation picnic.

Presence at Cheer Booth.

Gave police station tour to high school student interested in law enforcement career.

*NOTE: Foot patrols always include multiple business contacts.

Charles Town Police Department

Police Social Worker Monthly Report

November 2025

INVOLVEMENTS:	NUMBER
Meetings Attended	1
Mental Health Related	1
Outreach Completed	1
Trainings Attended	2
TOTAL INVOLVEMENTS	**5**

Police Social Worker Notes/Misc. Information:

Trainings Attended:

40 hr Mental Health Train the Trainer Training

PASS Training for Mentoring

Community Connections Made:

Collection for Homeless Families

Charles Town Police Department

Total Traffic Citation Report, by Violation

Violation	Description	Total
17A-3-15	Improper Display Of Registration	1
17A-3-16	Expired Registration	38
17A-9-2	No Or Expired Registration	23
17B-2-1	No Operators	3
17B-2-10	License Restriction Violation	1
17B-2-13	Operators Fail To Change Address	1
17B-2-7b	Motorcycle Endorsement	1
17B-4-3(a)	Driving Suspended/2nd/3rd	9
17B-4-3(b)	Driving Revoked For DUI/2nd/3rd	2
17B-4-3a	Driving Suspended or Revoked	1
17C-12-5	Stop Sign Violation	11
17C-13-3	Parking Violation	3
17C-14-15	Use Handheld Communication Device	12
17C-15-49	Seatbelts Required	3
17C-16-9	No Or Expired MVI	14
17C-3-4	Fail To Obey Traffic Control Device	6
17C-3-5	Fail To Obey Traffic Light	10
17C-5-2(f)	Aggravated DUI >.15	1
17C-6-1a	Failure To Maintain Control	4
17C-6-1b	Speeding	53
17C-7-4	Passing On Right-Off Road	4
17C-7-8	One Way And Traffic Island Violation	1
17C-7-9	Improper Lane Change	1
17C-7-9(3)	Improper Use Of Turn Lane	1
17C-8-8	Improper Stopping/Turning/Signaling	1
17C-9-1	Fail Yield At Intersection	2
17C-9-4	Fail To Yield From Private Road	1
17D-2A-3	No Insurance	4
17D-2A-4	No Proof Of Insurance	4
CTPD171.07	Failure To Appear For Trial (CAPIAS)	9
CTPD349.15	Shortcutting Traffic Control Device	1
Report Totals		**226**

Report Includes:
All dates of issue between `00:00:00 11/01/25` and `23:59:59 11/30/25`, All agencies matching `CTPD`, All issuing officers, All areas, All courts, All offense codes, All dispositions, All citation/warning types

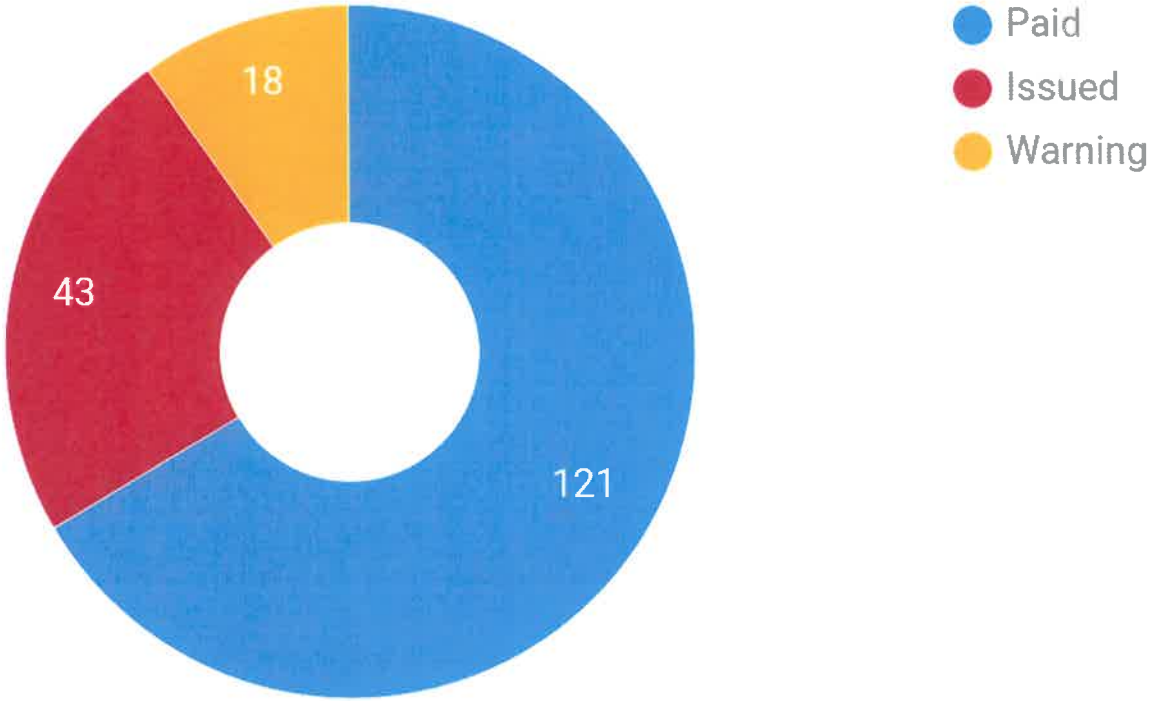
Charles Town Police Department

Total Traffic Warning Report, by Violation

Violation	Description	Total
17A-3-15	Improper Display Of Registration	7
17A-3-16	Expired Registration	41
17A-3-1a.(a)	Fail To Obtain WV Registration 30days	1
17A-9-2	No Or Expired Registration	1
17B-2-1	No Operators	1
17C-14-15	Use Handheld Communication Device	1
17C-15-1	Unsafe-Improperly Equipped Vehicle	13
17C-15-18	Signal Lamps And Devices	1
17C-15-5	Tail Lamp Requirements	2
17C-16-9	No Or Expired MVI	2
17C-3-4	Fail To Obey Traffic Control Device	26
17C-3-5	Fail To Obey Traffic Light	1
17C-3-5(c)	Right on Red	1
17C-6-1a	Failure To Maintain Control	5
17C-6-1b	Speeding	32
17C-7-10	Following Too Closely	1
17C-7-6	Left of Center	5
17C-7-9	Improper Lane Change	1
17C-8-8	Improper Stopping/Turning/Signaling	2
17C-9-1	Fail Yield At Intersection	4
CTPD333.03	Hazardous Driving	1
CTPD349.15	Shortcutting Traffic Control Device	1
	Report Totals:	**150**

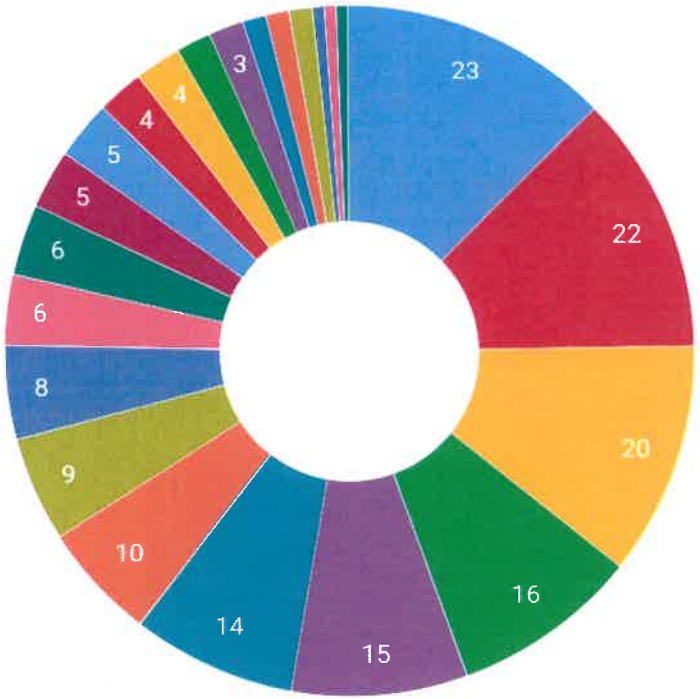
Report Includes:
All dates between `00:00:00 11/01/25` and `23:59:59 11/30/25`, All agencies matching `CTPD`, All issuing officers, All areas, All violations

City of Charles Town - Tickets By Status (Nov. 2025)



Data as of 12/13/2025, 12:00:00 AM

City of Charles Town - Tickets By Location (Nov. 2025)

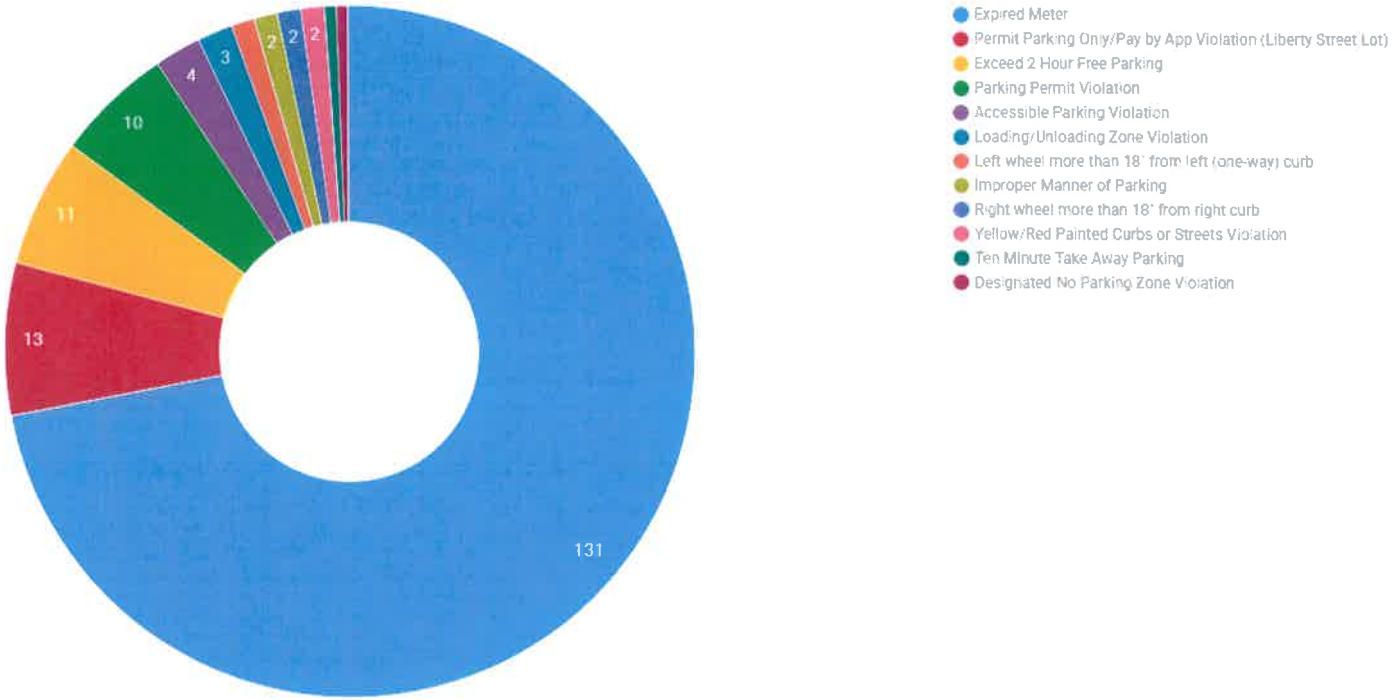


- 200 BLOCK NORTH GEORGE STREET
- 100 BLOCK NORTH CHARLES STREET
- 100 BLOCK WEST LIBERTY STREET
- 100 BLOCK SOUTH CHARLES STREET
- 100 BLOCK NORTH SAMUEL STREET
- LIBERTY STREET PARKING LOT
- 100 BLOCK NORTH LAWRENCE STREET
- 200 BLOCK WEST LIBERTY STREET
- 100 BLOCK EAST CONGRESS STREET
- 100 BLOCK SOUTH SAMUEL STREET
- 100 BLOCK WEST CONGRESS STREET
- 100 BLOCK WEST WASHINGTON STREET
- 200 BLOCK WEST CONGRESS STREET
- CHARLES STREET PARKING LOT
- 100 BLOCK SOUTH LAWRENCE STREET
- LAWRENCE STREET PARKING LOT

1/2 ▼

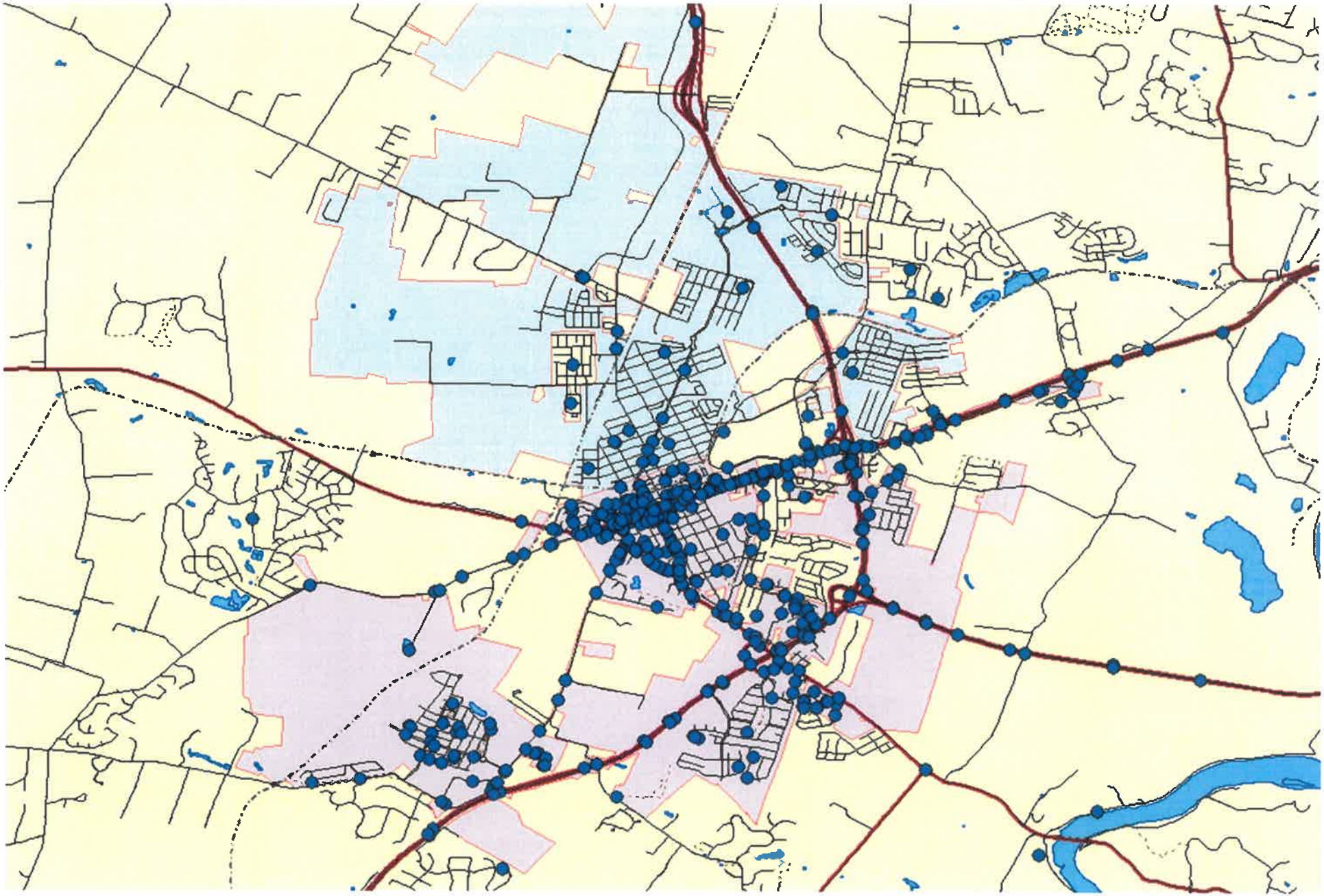
Data as of 12/13/2025, 12:00:00 AM

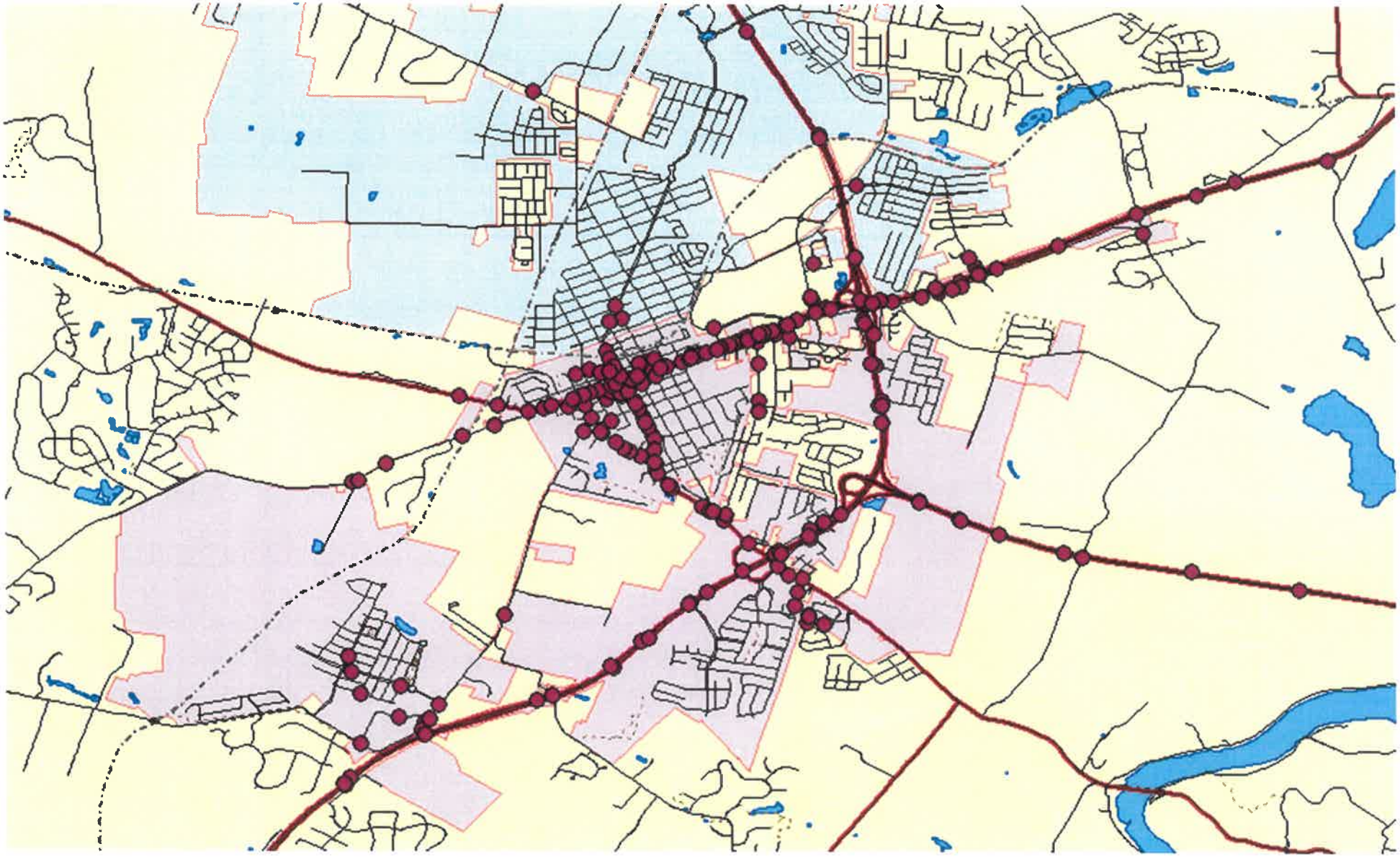
City of Charles Town - Tickets By Violation (Nov. 2025)



Data as of 12/13/2025, 12:00:00 AM

November 2025 – All CTPD Calls





ALL TRAFFIC SOLUTIONS

NEIGHBORHOOD TRAFFIC SUMMARY

SPEED LIMIT 55

Posted Speed Limit

Violation Threshold= Speed Limit + 5mph

Traffic Study Dates:

11/07/2025 - 11/21/2025

Times: 0:00:00 - 23:59:59

Traffic Study Location:

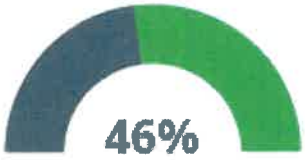
1028 Augustine Avenue, NB

Violators
467

Total Vehicles	Min Speed	Average Speed	Max Speed
35333	10 MPH	48 MPH	87 MPH



Compliance Rate



Vehicles Slowed Down*



85th Percentile Speed**

*Vehicles that slowed down represents the number of vehicles that decreased speed in response to the radar feedback sign display.

**85th Percentile Speed refers to the maximum speed that 85% of drivers will not exceed on a given road, even if there were no speed limits, stop signs, or traffic signals.

ALL TRAFFIC SOLUTIONS

NEIGHBORHOOD TRAFFIC SUMMARY

SPEED LIMIT 55

Posted Speed Limit

Violation Threshold= Speed Limit + 10mph

Traffic Study Dates:

11/07/2025 - 11/21/2025

Times: 0:00:00 - 23:59:59

Traffic Study Location:

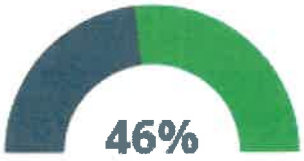
1028 Augustine Avenue, NB

Violators
103

Total Vehicles	Min Speed	Average Speed	Max Speed
35333	10 MPH	48 MPH	87 MPH



Compliance Rate



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ALL TRAFFIC SOLUTIONS

NEIGHBORHOOD TRAFFIC SUMMARY

SPEED LIMIT 55

Posted Speed Limit

Violation Threshold= Speed Limit + 15mph

Traffic Study Dates:

11/07/2025 - 11/21/2025

Times: 0:00:00 - 23:59:59

Traffic Study Location:

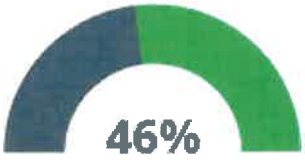
1028 Augustine Avenue, NB

Violators
30

Total Vehicles	Min Speed	Average Speed	Max Speed
35333	10 MPH	48 MPH	87 MPH



Compliance Rate



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ALL TRAFFIC SOLUTIONS

NEIGHBORHOOD TRAFFIC SUMMARY

SPEED LIMIT 25

Posted Speed Limit

Violation Threshold= Speed Limit + 5mph

Traffic Study Dates:

11/21/2025 - 12/05/2025

Times: 0:00:00 - 23:59:59

Traffic Study Location:

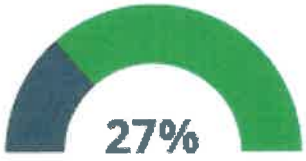
185 Mordington Avenue, SB

Violators
2113

Total Vehicles	Min Speed	Average Speed	Max Speed
18044	10 MPH	25 MPH	48 MPH



Compliance Rate



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ALL TRAFFIC SOLUTIONS

NEIGHBORHOOD TRAFFIC SUMMARY

SPEED LIMIT 25

Posted Speed Limit

Violation Threshold= Speed Limit + 10mph

Traffic Study Dates:

11/21/2025 - 12/05/2025

Times: 0:00:00 - 23:59:59

Traffic Study Location:

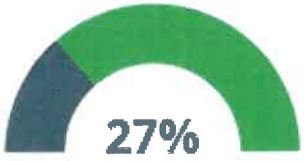
185 Mordington Avenue, SB

Violators
336

Total Vehicles	Min Speed	Average Speed	Max Speed
18044	10 MPH	25 MPH	48 MPH



Compliance Rate



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ALL TRAFFIC SOLUTIONS

NEIGHBORHOOD TRAFFIC SUMMARY



Posted Speed Limit

Violation Threshold= Speed Limit + 15mph

Traffic Study Dates:

11/21/2025 - 12/05/2025

Times: 0:00:00 - 23:59:59

Traffic Study Location:

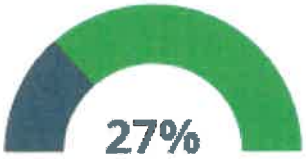
185 Mordington Avenue, SB

Violators
39

Total Vehicles	Min Speed	Average Speed	Max Speed
18044	10 MPH	25 MPH	48 MPH



Compliance Rate



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